

**UNITED STATES DISTRICT COURT
NORTH CAROLINA WESTERN
PROBATION OFFICE**

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2007 Defendant/Offender Workforce Development Conference
ROAD TO REENTRY

Dear Prospective Exhibitor:

The 2007 Offender Workforce Development Conference will be held on March 5-7, 2007 at the Hilton Charlotte Center City in Charlotte, NC. The conference is hosted by the United States Probation Office for the Western District of North Carolina in cooperation with the Federal Bureau of Prisons, National Institute of Corrections, National Career Development Association, and the Administrative Office of the United States Courts. Several hundred professionals from numerous agencies throughout the nation will be in attendance.

If your business or company would like to participate as an exhibitor at the conference, the fee is \$300.00. As an exhibitor, you may register your company at <http://www.ncwp.uscourts.gov/owdconf> or complete the attached application and mail it to the National Career Development Association. The exhibitor's fee should be submitted through the website or may accompany the application. Sponsorship opportunities are also available. The conference directory will note all exhibitors and sponsors registered by January 31, 2007. If you have questions, contact NCDA directly toll-free at 866-367-6232.

Sincerely,

Patrick Bradshaw

Patrick Bradshaw
U.S. Probation Officer

Defendant/Offender Workforce Development Conference
March 5-7, 2007 • Charlotte, NC

EXHIBITOR APPLICATION FORM

Name _____ Country _____
Name for Badge _____ Phone _____
Organization _____ Fax _____
Mailing Address _____ Email Address _____
City/State/Zip _____ Check here if you are a first-time attendee

\$300 Exhibitor Conference Registration (Includes one complimentary registration; does not include meals)

Please include:

Description of your services/products (limited to 50 words).

This information can be e-mailed to choffman@ncda.org

Name of your on-site contact (if different than above).

This information can also be e-mailed to choffman@ncda.org

To appear in the Conference program, full payment must be received by January 31, 2007

I agree to adhere to the terms set on the second page of this agreement:

Signature _____ Title _____ Date _____

Optional: Exhibitors are welcome to attend the following meal functions by purchasing a ticket to attend:

Opening Luncheon @ \$38 per ticket (March 5)
Welcome Reception @ \$25 per ticket (March 5)
Awards Luncheon @ \$38 per ticket (March 6)

BECOME A SPONSOR AND GET BETTER EXPOSURE!

Opening Reception Sponsor (\$20,000) or Co-Sponsor (\$10,000)
Continental Breakfast Sponsor (\$5000)
General Sponsor (\$2500)
VIP Dinner (\$2500)
Advertising in Conference Program (\$500)

All sponsors will be highlighted in the conference program, signage, and from the podium.

PAYMENT

TOTAL DUE \$ _____

Select Method of Payment

___ Check made payable to: National Career Development Association

___ Purchase Order # _____ FEI: 52-6045839 (must have copy faxed or mailed to office)

___ Credit Card (Visa or Master Card only!)

CC# _____

Expiration Date ____ / ____ / ____ Print name as is appears on the card _____

Signature Authorizing Charge: _____

Terms and Conditions

1. **FLOOR PLAN.** All exhibits will be placed in the registration area of the Hilton Charlotte City Center. These will be assigned on a first-come, first-served basis and NCDA reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors, the conference program, or safety regulations. Exhibit Booths will be tablespots of approximately 8' by 8' space and include only a skirted table, two chairs, and a sign.
2. **CANCELLATION OF SHOW.** In the event that fire, strike or other circumstances beyond the control of the Exhibit Management (NCDA) cause the conference, exhibits, or sponsored events to be cancelled, full refund of rental fee will be made.
3. **CANCELLATION OF EXHIBIT.** In the event that written notification of intent to cancel the exhibit contract is received by January 31, 2007, (NCDA, 305 N Beech Circle, Broken Arrow, OK, 74012; or fax (918) 663-7058), the exhibitor fees paid by the exhibitors will be refunded, less a \$50 service charge. No refunds will be given after February 1, 2007.
4. **FIRE AND SAFETY REGULATIONS.** All local regulations will be strictly enforced, and the exhibitor shall meet and observe all such regulations and assume all responsibility for compliance with them. All furnishings shall meet and observe all such regulations and assume all responsibility for compliance with them. All furnishings, decorations and booth equipment must be fireproofed and electrical wiring must meet the requirements of the exhibit service contractor. No combustible materials or other substance prohibited by the regulations shall be used or stored in or around exhibit booths.
5. **APPEARANCE AND ACCEPTABILITY OF EXHIBITS.** Any part of the exhibit that does not lend itself to an attractive appearance and purpose of the conference is prohibited. All exhibits shall be to serve the interests of the participants of the Defendant/Offender Workforce Development Conference, shall be operated in a way that will not detract from other exhibits, and shall be arranged so that they do not obstruct the general view, nor hide other exhibits. Conference management reserves the right to require the immediate withdrawal of any exhibit, which it believes to be offensive or injurious to the purpose of the DOWD Conference Planning Committee.
6. **INSTALLATION AND DISMANTLING OF EXHIBITS.** All installation and dismantling of exhibits must be carried out during the time indicated below:

Set Up Times

Monday, March 5, 2007

8:00 am – 12:00 pm (must be set by 12:00 pm)

Dismantling Time

Wednesday, March 7, 2007

Begins at 10:30 am (conference ends at 12:30pm)

7. **RESTRICTIONS ON THE USE OF SPACE.** No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of conference management. Solicitations, demonstrations, signs, and related activities and materials must be carried out within the bounds of their respective booths. Operation of sound devices is allowed if the exhibitor complies with restrictions of loud music. The exhibitor must surrender space occupied in the same condition it was at the time of occupation.
8. **EXPOSITION SERVICES.** No exposition service has been secured for this conference. Each vendor will be responsible for arranging any shipping, storage, or electrical requirements with the Charlotte Hilton directly. Each vendor will also be responsible for the security and condition of their displays. All shipments should be made directly to:

Hilton Charlotte Center City Center
(your name; DOWD Conference – March 5-7, 2007)
222 E. 3rd Street
Charlotte, NC 28202
(704) 377-1500

9. **LIABILITY.** The exhibitor assumes full responsibility and liability for damages to persons or property connected with the exhibitor's display or caused by the exhibitor's agents or employees. Exhibitor agrees to hold harmless, indemnify and defend the National Career Development Association and the Hilton Charlotte City Center and their respective employees and agents against any claims or expenses arising out of the use of the exhibition.
10. **SECURITY.** Conference management will provide a security service during the time the exhibits are not open and the hotel will secure the exhibit area during the time that the exhibits are open. However, providing such security shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.
11. **DRAWINGS.** Each vendor is responsible for notifying the U.S. Probation Office of any drawings, prizes, and give-away items offered to attendees.
12. **NON-DISCRIMINATION.** NCDA will not knowingly accept exhibits or advertisements that discriminate on the basis of race, ethnicity, sex, gender identity, religion, sexual orientation, age socio-economic status, mental/physical disability, creed, or any other characteristics not specifically relevant to job performance.